

LTC15D154

Title: *HUM LTQC Minutes 17 February 2016*
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Issue

Faculty of Arts and Humanities minutes of LTQC meeting 17th February 2016

Recommendation

Recipients are invited:
To receive the minutes

Resource Implications

None

Risk Implications

None

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

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Background

Please find attached the confirmed minutes of the HUM LTQC meeting held on the 17th February 2016.

Attachments

Minutes

**UNIVERSITY OF EAST ANGLIA
FACULTY OF ARTS AND HUMANITIES**

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 17th February 2016

Present: Dr C Matthews (Chair), Mr S Bennett, Dr J Poppleton, Dr M Neumann, Dr R Tillett, Dr M Gough, Miss Z Phillips, (Entertainments Assistant), Miss A Slevin (HUM Faculty Convenor)

In attendance: Miss L Newark (Secretary to the Committee), Mrs J Wilkinson, School Manager, PPL.

With: Ms M Pavey (Learning and Teaching Service, Arts Hub Manager), Dr J Sharp (Learning and Teaching Service, Head of Service), Mrs B Price, Business Intelligence Unit

Apologies: Mr J Clare (UUEAS Head of Student Engagement), Mr C Rand (UUEAS UG Education Officer)

38. MINUTES

Confirmed: Minutes of the meeting held on 25th November 2015

39. MATTERS ARISING NOT COVERED ON THE AGENDA

Dr Matthews (CM) advised that the decision of whether to continue with starred firsts in the University has been deferred.

40. Portfolios – Miss Slevin (AS)

40.1 AS presented a proposal to consider using a portfolio approach to summative assessment instead of a single coursework item. Her reasons for this were stated as:

- It would help structure formatives for module organisers too (if they so choose) - something else which was raised in the AMA SSLC.
- Some students were concerned that there is not necessarily any writing practice of any sort between April and December if single assessments are introduced.
- The portfolio method could reduce stress on students whilst still being a single piece of assessed work, rather than it being a long project essay.
- Students would also get the chance to explore more themes from their course. It isn't necessarily a substitute for long essays or other large single bodies of coursework but some students might find it a more engaging way of learning and being able to develop.

40.2 AS suggested that given the drive to reduce exams, this could be a useful and mentioned that in sciences course tests are popping up instead which are simply de-regulated exams in the main. Miss Slevin asked if portfolios could be discussed within the Schools to see whether they are viable.

- 40.3 AS advised this matter had been raised at the AMA SSLC meeting where the point was raised about the fact that a portfolio consists of more work and there is concern about this will be assessed.
- 40.4 CM talked about introducing peer assessment more as this helps students to understand how work is assessed. He also suggested that the marking criteria should be discussed in class and that once formative work is received back a dialogue should be opened up.
- 40.5 AS also raised the issue that students doing a module outside of their normal discipline are at a disadvantage as they are not always aware of the expectations in terms way to write, reference and present.

ACTION: TDs to take to Teaching Committees to ensure students are aware of what is required. AS suggested that this could be raised during module fairs when talking about making choices, this is something students should be aware of.

41. Over-subscribed modules

Received: Suggested text

- 41.1 Dr Poppleton (JP) presented an updated version of the text to be published to students in the Faculty to explain the process used by schools for over-subscribed modules during online module enrolment.

RESOLVED: The text was agreed.

42. **Agenda item A1. Statements from the Chair**

Received:

42.1 Enrichment week

- Enrichment week was agreed at last senate. It is now university policy to have a week in the spring semester called enrichment. Discussions during the meeting subsequently superseded by announcement on 03/03/16 from Dr Sharp (available on Blackboard site in content area 'Enrichment week').
- Mr Bennett (SB) invited CM to go along to the institutes reading week activities next week. CM stated he would also like to attend the LDC conference this year as the feedback from this has been excellent.

42.2 Week 1

- The decision of whether third year students within HUM will have teaching in week one has gone back to the transitions group for consideration.

42.3 Coursework turnaround time

- A reminder that the data for semester one was circulated. CM commented that over 90% of coursework within the faculty was returned within 20 days. HIS achieved 100%, LDC were working on issues but have made

improvements.

- CM thanked the Schools for their efforts and for the minutes thanked the hub, who have pulled out all the stops to ensure that work is returned in time to the students even when it was returned late to the hub.

42.4 University response to the green paper on the Teaching Excellence Framework
ACTION: Miss Newark (LN) to circulate link. **UPDATE:** currently not available. However, link to the Student Union response [here](#).

43. Grade Point Averages.

43.1. CM advised that The Green paper recommends but does not require that universities move to GPA. The matters was discussed with the following points raised:

- CM explained that this is where work is given a letter grade which equates to a percentage that then gets a GPA. Dr Neumann (MN) raised the issue around the highest level which includes a range of 25 marks which could be problematic.
- CM. Suggested that issue will be around how to use this. For example, should we include the first year? Should we have different weighting models?
- He remarked that the gap does allow grater granularity than the classification used currently does, explaining that a 2:1 can cover from a just there to almost a distinction in the range.
- Mr Bennett (SB) referred to a recent report in the guardian which reflected that students with a 2.1 do have higher salaries than those with a 2.2.
- CM advising he was raising the issue for consideration now bearing in mind that at some point in the future we will be asked to think about how we might do this.

RESOLVED: CM circulated papers, sent on 18/02/16. Also held on the Blackboard site within February meeting papers.

44. Reported from TPPG
Received: Oral report from CM

44.1 There are new guidelines on proof reading being introduced in 16/17.

44.2 There will be new social media guidance issued following issues surrounding yikyak – a geo social app where those in the area can post anonymously.
There was a discussion surrounding the pros and cons of the app including:

- Use of the app to create a buzz about events and to comment favourably on things happening
- A good way for students to communicate with each to share ideas and good practice
- Potential for misuse; i.e. rumours, disrespectful messages

44.3 There was a discussion around eliminating the module boards.

This is still ongoing, however, there are some boards who still wish them to continue.

45. LTQC handbook
A guide for those attending LTQC as members has been written by the LTQC Secretaries: **RESOLVED**: Circulated by LN
46. MRes working group
CM reported that there is a working group looking at the various MRes programmes running. There is variation across the university with the structure so the group is trying to come up with more consistency.
47. Faculty convenors
CM advised that the Student Experience committee met recently and it became apparent that we only have one convenor and other faculties have two. **ACTION**: ZP to feed back that would like two. It may have been that not many applied last time.
48. **Agenda item A2. Report from the Union of UEA Students (UUEAS)**
Received:
An oral report from the UUEAS Education Officer via ZP
- 48.1 The SU had received a number of emails from students complaining about venues for first year BA history changing, often with very short notice.
ACTION: LN to investigate UPDATE: LTS unable to trace where rooms were changed, further information requested from ZP.
- 48.2 Advised that the Union was now into election mode so there would a number of campaigns running.
- 48.3 Announced the SU is in the process of planning the student teacher awards again. ZP asked that when it opens that everyone encourages students to get involved and nominate. **ACTION**: ALL
49. Agenda item B1. **Higher Education Teaching Fellowships**
 - CM advised he had the figures of academics in the UEA with HEA qualifications to be fellows. In terms of numbers, HUM is at the bottom of the list.
 - He explained he would like to get as many colleagues through the process as possible this year. His idea is for it to be a social event too where colleagues get together to complete the reflective document. The suggestion has gone to Faculty Exec for consideration.
 - CM commented that he did not expect to get 100% but that he would like it to be higher than it is.
 - CM advised that fellowship of HEA will form part of KIS data in future.
50. **Agenda item B2 Annual Module and Course Review 2014/15:**
Received:

Document A: PGT compliance report

51. Agenda item B3 External examiners' reports 2014/15:

Received:

Document B: UG Compliance Report

52. Agenda item B4 PTES results

Received: Oral presentation from Mrs Price, BIU (BP)

The discussion included:

- The University data overall is available on the BIU blackboard site.
- BP advised that sector wide the PGT satisfaction figures are lower than NSS. As an institution the UEA ranks more in line with the sector coming up to the upper quartile.
- CM commented that from the report he had noted the main issue raised for the Faculty was that we are not delivering on the student experience to PGT in the same way as UG.
- There is move to roll UG and PGT together to give a ranking. If this happens, the UEA is likely to fall down the tables because of the lower scoring PGT results. BP
- BP also mentioned that she would not be surprised if the data becomes public in future years.
- The current version is out with students at the moment.
- BP explained what data the BIU looks at when carrying out the analysis. They looks at last years' results, look at the data by school and UEA average. They also look at the subject data level. Data is analysed year on year, internally, by course and sector.
- AMA and LDC did less well than other areas of the Faculty. Especially in the subject area of English based studies.
- HIS and PPL did better, especially in satisfaction and teaching.
- BP advised it was worth noting the Faculty as whole was not delivering above sector.
- BP highlighted area for improvement across faculty:
 - Organisation of course
 - Support available from staff
 - Knowing what is expected from students on dissertation
 - Speed of feedback on work – particularly on English based subjects
 - Preparing for employment
 - Information – this came from the question asking students to rate the information received to help them chose their course. This is a matter of expectations and accuracy of information.
- BP reminded everyone that verbatim comments are available on the BIU blackboard site.

ACTION: Teaching Directors to ensure the report is taken to PGT Teaching Committees. TD's

- So far responses are low for this year. BP asked if colleagues could remind students to complete the survey.

ACTION: TDs to remind in teaching committees and throughout the school.

- Thanks to Becky for all her work.

53. Agenda item B6 Consulting on LTC Working groups

Discussed: Dr J Sharp (JS)

JS introduced that every time he is working on a policy review he will come to LTQC to talk to members and consult. The aim is to start a dialogue so that more people can feel involved in the decision making process.

53.1 Self-certification

- JS advised that if nothing else changes, the fact that self cert has to be the first one will no longer continue.
- Dr Tillett (BP) asked whether dissertations could be exempt from students being able to use a self cert as having delays causes major problems with marking and planning. JP agreed and added that it makes it very difficult to moderate.
- MN identified that a self-cert for 72 hours would mean that we would still receive the work within the marking time of the main cohort.

53.2 Enrichment week

- There was a request from JS for members to email him with thoughts about what to include for both enrichment and revision week. **ACTION:** ALL
- There was a general discussion which has since been superseded by the announcement on the 3rd March.

UPDATE: Announcement from Dr Sharp on 03/03/16 can be found in a new content folder in the left hand menu titled 'Enrichment week'.

54. Agenda item B7 Participation rates in online module evaluation

Received: Document F: Faculty report

- CM: reported that a rough estimate is a participation rate of 38%. The hard copy surveys run by LDC result in a higher return.
- MN: commented that we do not get the qualitative responses online.
- ZP: the difference is that students might feel that the paper version is looked at by someone but that the online version is not.
- CM: Reminded student representatives that we really value feedback. AS asked how many mid module evaluations are done.
- ZP: From the work the union is doing, they are finding that students are apathetic to having any impact on others teaching. Only really interested if effects them directly.

ACTION: TDs to report back on how many mid module surveys are done.

55. Agenda item B8 Support for students during reassessment

Received: Document G: Faculty report

- CM: The response showed that there was a very low take up of offer of support.
- Students who fail autumn module under BIM will be going to reassessment so schools should be able to put support in place during the spring.
- MN asked how many failed reassessment. **RESOLVED:**

- Across the Faculty 160 students were referred to reassessment in June last year.
- Only FIVE students actually failed and were withdrawn as ACADFAIL by the Board of Examiners in September. These were all foundation year students in PPL.
- 2 other students failed and are now repeating the year, presumably as a result of appeals.
- There may be a handful who are subsequently intercalating to return this June to take the reassessment exams.

56. Agenda item B9 5 yearly course review report

Received: Document H: CR2 PHI

57. Agenda item C2 Course Approvals, Course Title Changes and Course Closures

57.1 Course closures of:

Date course will cease to be delivered: 2015/16

AMA	PGT	T1TW76101	MA American studies and Film studies
AMA	PGT	T2TW76201	MA American studies and Film studies PT
AMA	PGT	T1T720101	MA American Literature
AMA	PGT	T2T720201	MA American Literature PT
AMA	PGT	T1V230101	MA American History
AMA	PGT	T2V230102	MA American History PT

Last admission 2010/11 – Clearing dormant courses:

AMA	PGT	T1W620101	Film Studies MA
AMA	PGT	T2W620201	Film Studies MA PT
AMA	PGT	T1W621101	Film Studies with Film Archive option MA
AMA	PGT	T2W621201	Film Studies with Film Archive option MA PT

Have not recruited for a number of years – Clearing dormant courses:

LDC	PGT	T1Q9L9101	Culture and Modernity (MA)
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LDC	PGT	T2Q9L9201	Culture and Modernity (MA)
LDC	PGT	T1Q325101	Life Writing (MA)
LDC	PGT	T2Q325201	Life Writing (MA)
LDC	PGT	T1Q324101	Studies in Fiction (MA)
LDC	PGT	T2Q324201	Studies in Fiction (MA)
LDC	PGT	T1W430101	Theatre Direction: Text and Production (MA)
LDC	PGT	T2W430201	Theatre Direction: Text and Production (MA)
LDC	PGT	T1Q322101	Medieval Writing and Culture (MA)
LDC	PGT	T2Q322201	Medieval Writing and Culture (MA)

Date courses will cease to be delivered: 2015/16:

PPL	PGT	T1LL44103	INTERNATIONAL PUBLIC POLICY, REGULATION AND COMPETITION
PPL	PGT	T2LL44203	INTERNATIONAL PUBLIC POLICY, REGULATION AND COMPETITION (PT)
PPL	PGT	T1LF47101	Public Policy And The Environment
PPL	PGT	T2LF47201	Public Policy And The Environment (Pt)

Date courses will cease to be delivered: 2016/17:

PPL	PGT	T1RQLO101	Communication and Language Studies FT
PPL	PGT	T2RQLO201	Communication and Language Studies PT
PPL	PGT	T1QL13103	Language and Intercultural Communication FT
PPL	PGT	T2QL13103	Language and Intercultural Communication PT

57.2 Minor Course changes, approved:

PPL

Intercultural Communication and Media
Public Policy and Public Management

LDC

Modern and Contemporary Writing

57.3 New Course proposal:

MA in Gender studies: CM asked everyone to take a look, commented that consultation was two years ago so needs to be done again. **RESOLVED:** LN circulated again, sent to LTC for March meeting.

58. QAR3 approvals by Chair

Received:

LDC UG